

PDREP TRAINING PQDR Training Screening Point



Objectives

 Manage PQDRs Through Screening Point Level

- Send Letters and Correspondence
- Navigate Throughout the PQDR Module
- PQDR Process from Discovery through Investigation and Closure



Accessing PDREP

www.nslcptsmh.navsea.navy.mil





PDREP Home Page



Red/Yellow/Green Level I/SubSafe Feedback Supplier Audit BIC PODR CPARS PPIRS

Products and Services:

Bulletins Computer Based Training Conference Information Quarterly Newsletters User Access Request Working Groups Privacy/Security Notice US Navy Website Navy Jobs





To gain access to PDREP you will be required to submit a User Access Request Form.

NAVICP Defective Materials Summary (DMS)

PREP is an automated information system designed to track quality and delivery performance on material/services procured by the Navy. Data is collected from all Naval Systems Commands on a daily basis and is maintained in the following records on the database: Contractor CAGE Information, Debarment/Suspension, Contract Delivery Data, DLA Contractor Alert List, GIDEP.

Alerts, Material Inspection Records, Product Quality Deficiency Reports, Qualified Product List, Special Quality Data, Surveys, and Test Reports. The application offers a wide selection of standard, management, and graphical reports. Also, a powerful Ad-Hoc feature allows users to design their own reports.

PDREP Brochure Download Adobe Acrobat Reader

Prime Contractor Partnership Brochure

Click Logon

> Access Request **Form**



Logging In

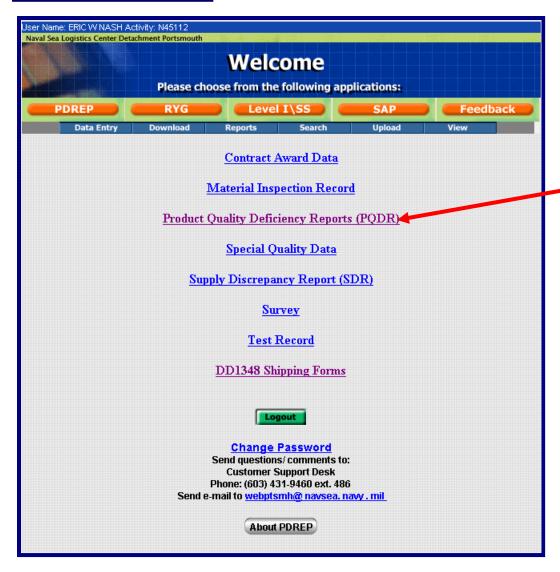
Enter User ID and

	<u>-</u>				
This System is lord NOCASSIEED USE ONLY!					
PDREP APPLICATIONS LOGIN AREA					
USER ID :	ABCDE				
PASSWORD:	*****				
	k pgin Audit				
	Forgot Password? Reset Home				
	DoD WARNING				
This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to					
facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or					
verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject					
you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.					
MESSAGES: The PDREP Application will be unavailable during the					
following routine maintenance periods (EST):					
- Weekly Friday 11:00PM to Saturday 6:00AM - Monthly Last Saturday between 7:30AM and 12:30PM					

Password - 8 to 15 Characters Alphanumeric



Welcome Screen



Click PQDR



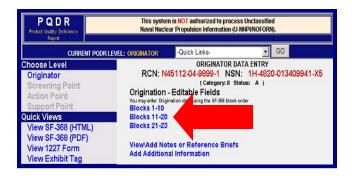
Screen Conventions



 Use "Back" Button on PQDR Screens, Not Your Browser's "Back" Button



 "Print" Button Prints Contents of Screens Where It Appears

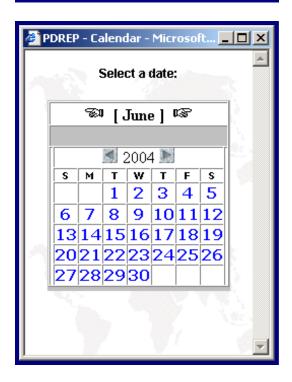


Links Appear in Blue



Screen Conventions





- Date Fields Have Calendar Buttons
- Enter Date Manually or Click Calendar Button to Select Date



PQDR Navigation

PQDR HOME PAGE						
Choose a PQDR Link						
Create New PQDR	Create a new PQDR record. The user must supply an RCN number					
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.					
WORKLIST (Select RCN From List)	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing					
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.					
EZPQDR WORKLIST	View and Process PQDRs that were initiated by non- PDREP Originators using the EZPQDR system (Globally Accesible Deficiency Report Origination System). This feature is only available for Screening Points that belong to one of the default Navy or Marine activities.					
Choose a Search Link						
Advanced Search	Locate PQDRs that are no longer on your worklist. Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.					
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.					
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.					
DFAS Search	Same as Advanced Search but with DFAS data in the result set.					
End Item Search	Search PQDRs based on End Item NIIN, Next Highe Assy NIIN, TAM, Type\Model\Series.					
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.					
NIIN\Contract Search	Search PQDRs based on NSN related criteria.					
Home						

• Functions:

- Create, Search and Manage PQDRs
- View Worklists
- Search Tools



Select RCN From Worklist

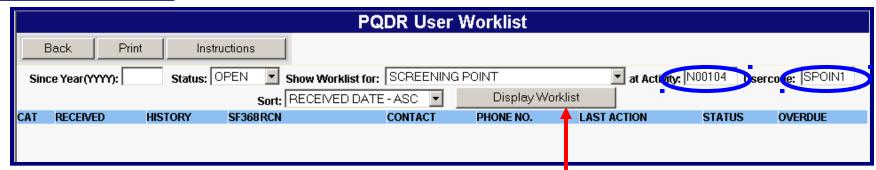
DODD HOME DAGE						
PQDR HOME PAGE						
Choose a PQDR Link						
Create New PQDR	Create a new PQDR record. The user must supply an RCN number					
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.					
Select RCN From Worklist	View all of the PODPs that currently require attention for a given					
	user and\or DoDAAC. You may select any PQDR from this list for viewing\editing					
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.					
GADROS Worklist	View and Process PQDRs that were initiated by non-PDREP Originators using the GADROS system (Globally Accesible Deficiency Report Origination System). This feature is only available for Screening Points that belong to one of the default Navy or Marine activities.					
Choose a Search Link						
Advanced Search	Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.					
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.					
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.					
DFAS Search	Same as Advanced Search but with DFAS data in the result set.					
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.					
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.					
NIIN\Contract Search	Search PQDRs based on NSN related criteria.					

View and Manage PQDRs From Worklists

Click "Select RCN From Worklist"



PQDR Worklists

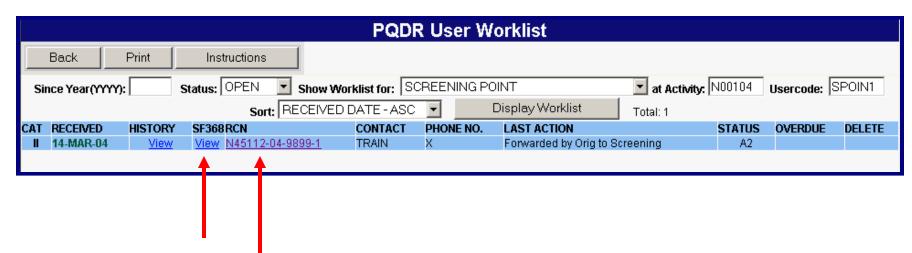


- Enter Worklist Criteria
 - Must Enter Activity and/or User Code
 - Click Display Worklist



PQDR User Worklist

Filters By Year, Level, Activity and User Code



Click "View" to See SF-368
 Format
 Click RCN to Open the PQDR



PQDR Base Page

PQDR This system is NOT authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN). Product Quality Deficiency Report GO CURRENT PODR LEVEL: SCREENING POINT -Quick Links-Choose Level SCREENING POINT DATA ENTRY RCN: N45112-04-9899-1 NSN: 1H-4820-013409941-X5 Originator (Category: II Status: A2) Screening Point Screening Point Editable Fields Action Point You may enter Screening Point data by selecting the link below Support Point View\Edit Screening Point Fields Quick Views **Edit Mandatory Origination Fields** Close this PODR View SF-368 (HTML) View SF-368 (PDF) View\Add Notes or Reference Briefs (Notes have been added!) View 1227 Form Force PODR Promotion View Exhibit Tag Add Additional Information Attachments attachment(s) associated with this RCN. Correspondence Upload Files Choose an option when you have completed entering in your data View Uploaded Files Screening Point Letters Exhibit Tracking Re-Assign within\other Screening Point Send Message to: Originator | Other Exhibits have been Shipped **Exhibit Tracking** Jser Info Release PQDR SCREENING POINT at N00104 Forward to Action Point Access: ORIG/SCRN PT **User Profile** Incorrect Recipient Activity - Return to Originator Fechnical Support (NOTE: Only use when this PQDR does not belong to your activity) [Adobe Acrobat Required to view PDF forms] For Help Desk contact: webptsmh@navsea.navy.mil Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486 Logout

PQDR Base Page Display

- Header Shows:
 - •Current PQDR Level •RCN
 - NSN
 - Category and Status



PQDR Base Page- Screening

Naval Sea Logistics Center

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- Quick Links- Shortcuts to Other PQDR Functions
- Screening Point Fields
- Add Notes and Additional Information
- Links for Correspondence and Release of PQDR



View/Edit Screening Point

Naval Sea Logistics Center

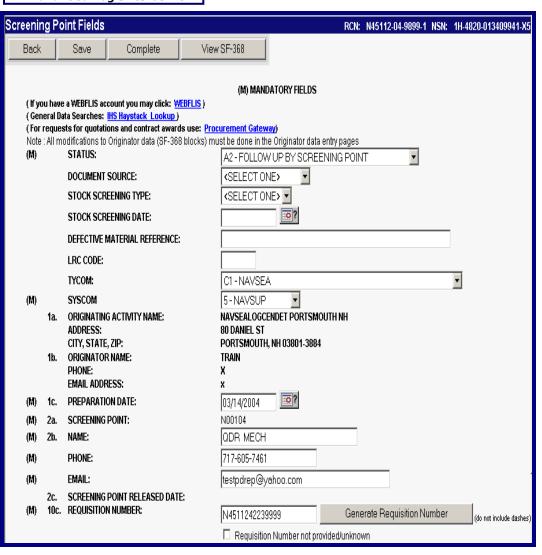


Edit Information for Screening Points

 Click "View/Edit Screening Point Fields"



Screening Point Fields



Update Screening Point Info

- Status and Stock Screening Info
- Blocks from QDR
- Generate Requisition Number if Needed



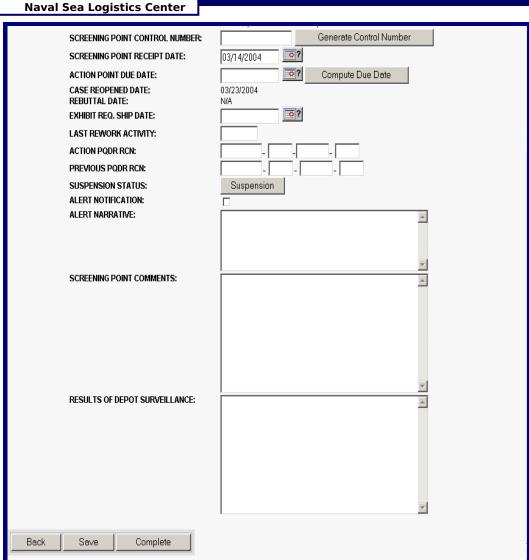
Screening Point Fields

Naval Sea Logistics Center Generate Control Number SCREENING POINT CONTROL NUMBER: SCREENING POINT RECEIPT DATE: 03/14/2004 **©**? Compute Due Date ACTION POINT DUE DATE: CASE REOPENED DATE: 03/23/2004 REBUTTAL DATE: **o**? EXHIBIT REQ. SHIP DATE: LAST REWORK ACTIVITY: ACTION PODR RCN: PREVIOUS PODR RCN: SUSPENSION STATUS: Suspension **ALERT NOTIFICATION:** ALERT NARRATIVE: SCREENING POINT COMMENTS: RESULTS OF DEPOT SURVEILLANCE: Back Save Complete

- Assign Control Number
- Update Receipt and Due Dates
- Enter Last Rework Activity
 - Required When Forwarding to Gov't Repair Facilities



Screening Point Fields

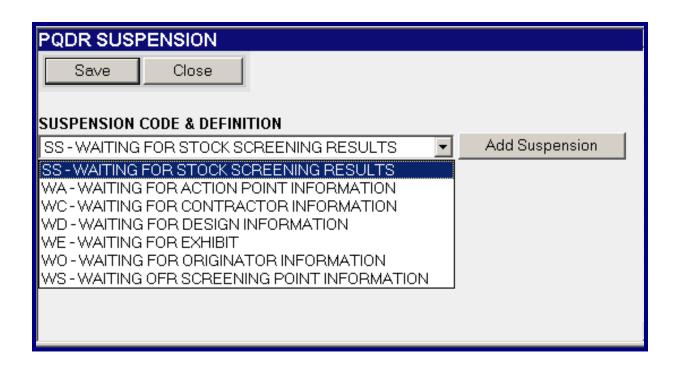


- Enter RCN for Previous Similar PQDRs
- UpdateSuspensionStatus
- Set DMS Alerts
- Enter Comments



Suspension Status

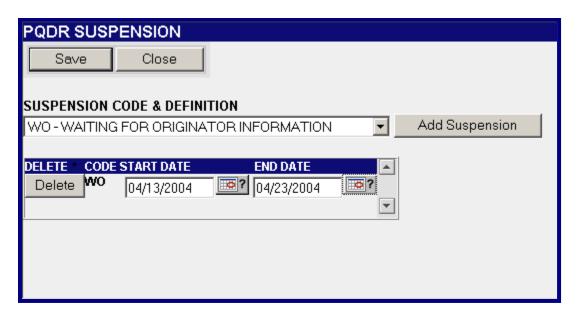
Track Periods of Time When No Action Is Possible



 Select Suspension Code and Click "Add Suspension"



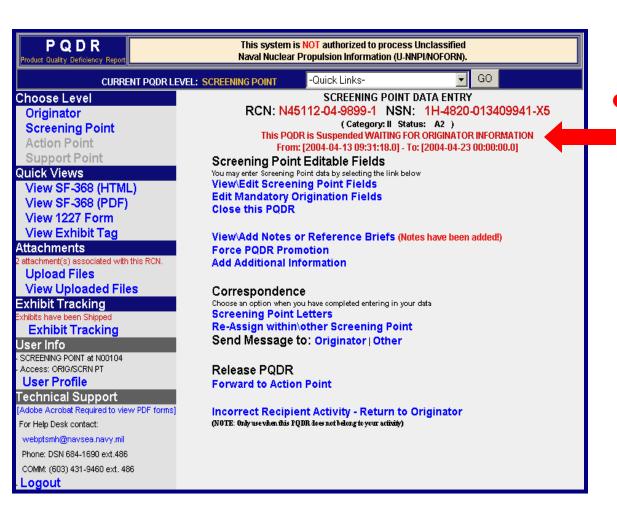
Add Suspension



- Enter Suspension Start Date
- Enter Suspension End Date (Optional)
- Click "Save"



Suspension Status



Suspension Notice Appears on Base Page



Edit Mandatory Origination

Naval Sea Logistics Center





Edit Mandatory Blocks on PQDR

Click "Edit Mandatory Origination Fields"



PQDR Mandatory Fields

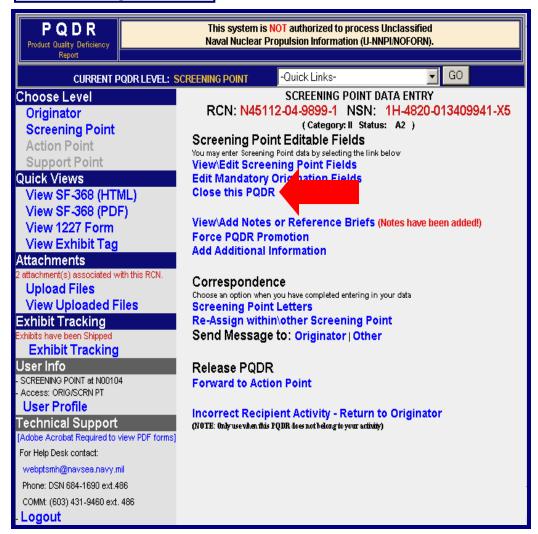
	D R	This system is <mark>NOT</mark> authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPINOFORN).					
PQDR Mandatory Fields Rcn: N45112-04-9899-1							
Back		plete					
Back	Com	piele					
Dlock4h	Email length is insufficient						
		er has already been reported on a previous PQDR.					
NOTE	: If data is modified up	on saving, a record will be inserted into the history noting which data was					
changed.							
		(M) MANDATORY FIELDS					
ORIGII	NATOR FIELDS	• •					
(M) 4.	DATE DEFICIENCY DISCOVERED:	01/28/2004 (MM/dd/yyyy)					
(M) 5.	NSN (COG/(M)FSC /	1H _ 4820 _ 013409941 _ X5 Auto-fill NSN					
	NIIN /SMIC)						
		Note: Clicking "Auto-fill NSN" button will set the values for the NSN COG, FSC, SMIC, and Procurement Code, Criticality Code, and Nomenolature based on the NSN NIIN given.					
		It will also set the Unit Cost and Unit of Issue associated with the NIIN. If an FSC is entered but no NIIN is given, the FSC description will appear on Block 6 (Nomenclature).					
(M) 6.	NOMENCLATURE:	VALVE, GAGE					
7a.	MANUFACTURER NAME: ADDRESS:	ACME MACHINE AND TOOL INC. 100 MAIN STREET					
	CITY, STATE, ZIP:	PHILADELPHIA, PA 19144					
7b.	MANUFACTURER'S CAGE CODE:	ABC12					
	CODE.	☐ Vendor'S CAGE Code (Please check if CAGE Code belongs to \\ Vendor)					
(M) 10a	. CONTRACT NUMBER:	(do not include dashes)					
	CONTRACT LINE TIME:	(au not include dasnes)					
		Check if Contract Number is not provided or is unknown					
(M) 10c	. REQUISITION NUMBER:	N4511242239999 Generate Requisition Number (do not include dashes)					
		Check if Requisition Number is not provided or is unknown					
(M) 15.	QUANTITY	a. Received 10 b. Inspected 10					
		c. Deficient* 2 d. In- stock 8					
(M) 22a	. DESCRIPTION OF	Block 22a is not editable once the PQDR has left the Originator possession.					
	DEFICIENCY:	Please use the <u>View or Add additional Info on Description of Defiency</u> link to append data to the					
(M) 22b	. DEFECT ATTRIBUTE CODE:	Description of Deficiency. ⟨SELECT ONE⟩					
		Code Literal Delete					
		2AM MECHANICAL OPERATIONAL MALFUNCTION Delete					
		ON MECHANICAL TECTION					
	3AL MECHANICAL IESTING Delete						
ORIGINATOR CONTACT INFO							
(M) 1b.	NAME:	<u>u</u> Itrain					
	PHONE:	X					
	EMAIL:						
	E	X					

 Update Information in Mandatory Fields from original PQDR



Close PQDR

Naval Sea Logistics Center



Close the PQDR

Click "Close this PQDR"



Close PQDR

Naval Sea Logistics Center

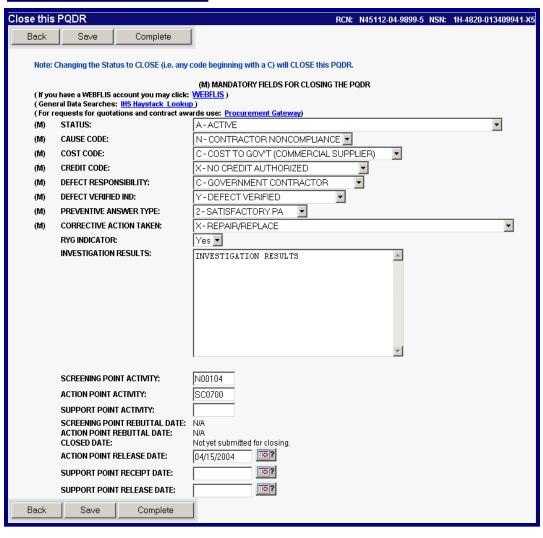
Close this	PQDR		RCN: N4	45112-04-9899-5 NSN:	1H-4820-013409941-X5				
Back	Save	Complete							
Note:	Note: Changing the Status to CLOSE (i.e. any code beginning with a C) will CLOSE this PQDR.								
			(M) MANDATORY FIELDS FOR CLOSING THE PODI	R					
(Gene	ral Data Searches	account you may click: : IHS Haystack Lookup ations and contract awa							
(M)	STATUS:		A-ACTIVE		•				
(M)	CAUSE CODE:		N - CONTRACTOR NONCOMPLIANCE		_				
(M)	COST CODE:		C-COST TO GOV'T (COMMERCIAL SUPPLIE	(R)					
(M)	CREDIT CODE:		X-NO CREDIT AUTHORIZED T	_					
(M)	DEFECT RESPO	NSIBILITY:	C-GOVERNMENT CONTRACTOR	_					
(M)	DEFECT VERIFIE	D IND:	Y-DEFECT VERIFIED						
(M)	PREVENTIVE AN	ISWER TYPE:	2-SATISFACTORY PA ▼						
(M)	CORRECTIVE A	CTION TAKEN:	X-REPAIR/REPLACE		V				
	RYG INDICATOR	t	Yes 🔻						
	INVESTIGATION	RESULTS:	INVESTIGATION RESULTS	_					
				~					
	SCREENING PO	INT ACTIVITY:	N00104						
	ACTION POINT	ACTIVITY:	SC0700						
	SUPPORT POIN	IT ACTIVITY:							
	SCREENING PO	INT REBUTTAL DATE:	N/A						
	ACTION POINT I CLOSED DATE:	REBUTTAL DATE:	N/A Not yet submitted for closing.						
		RELEASE DATE:	04/15/2004						
		IT RECEIPT DATE:							
		IT RELEASE DATE:	<u> </u>						
Back	Save	Complete							

- Most Fields **Completed by Action Point or Support Point if Investigated**
- Screening Point **Can Close Without Investigation**



Close PQDR

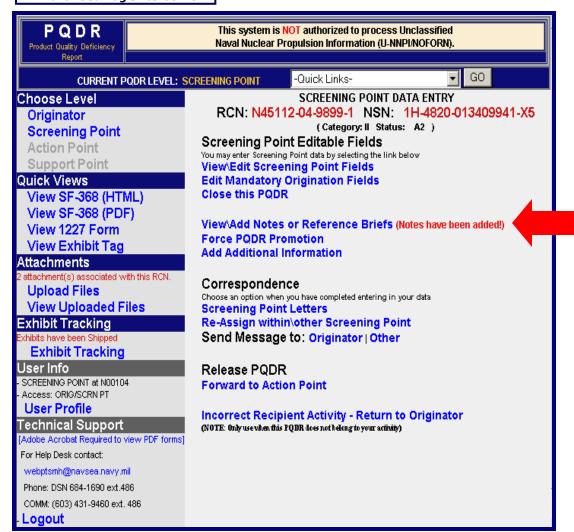
Naval Sea Logistics Center



- **Review or Complete Mandatory Fields**
- Check RYG **Indicator**
- Review **Investigation** Results
- **Review or Edit Activities and Dates**



View/Add Notes

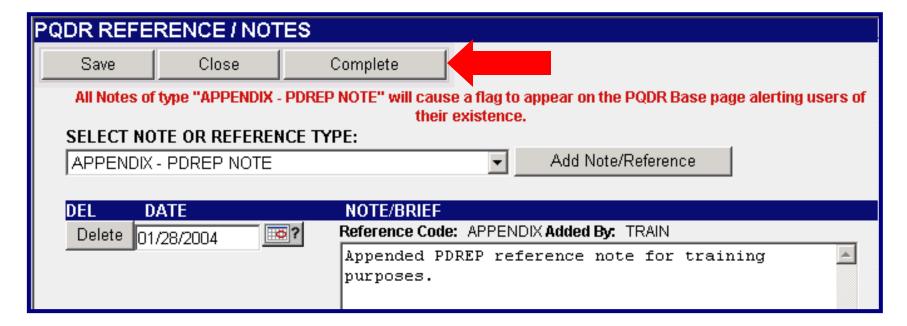


Enter Notes or Briefs Associated with PQDR

 Click "View/Add Notes or Reference Briefs"



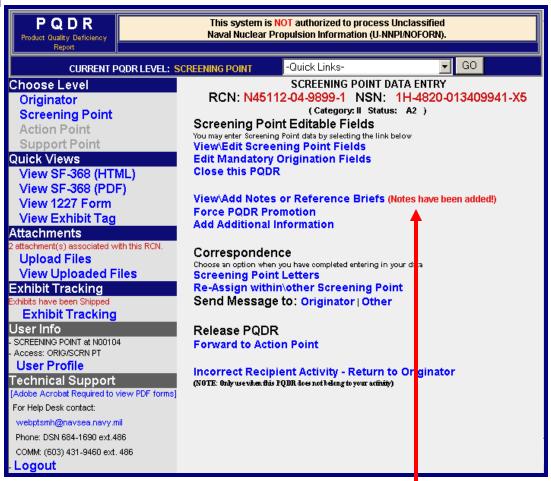
View/Add Notes



- Select Note or Reference Type
 - Click "Add Note/Reference"
 - Enter Note Text
- Repeat for Additional Notes
- Click "Complete"

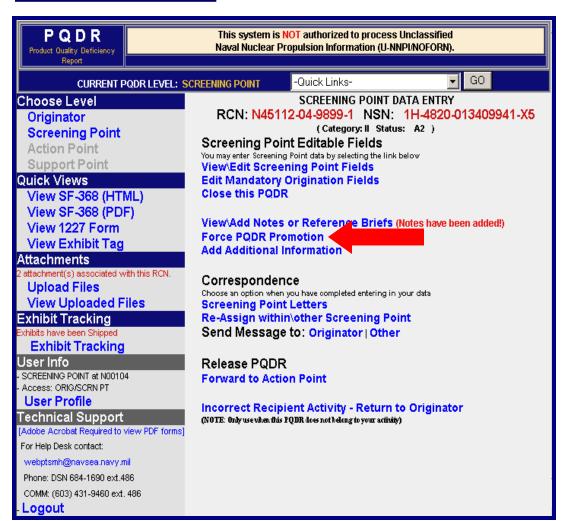


View/Add Notes



Notes Indicator Appears on PQDR Base Page



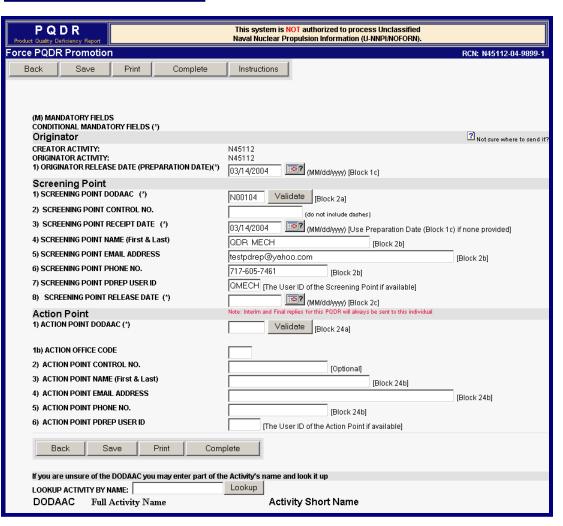


Force PQDR Promotion

Force PQDRs
 Entered Outside
 System Through
 Levels

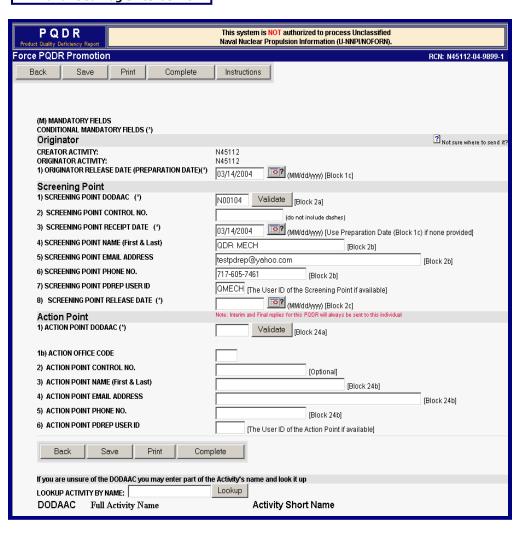
Click "Force PQDR Promotion"





- Levels Available for Promotion
 Depend on Your
 Access Level
- Use "Lookup" Button to Find DODAAC

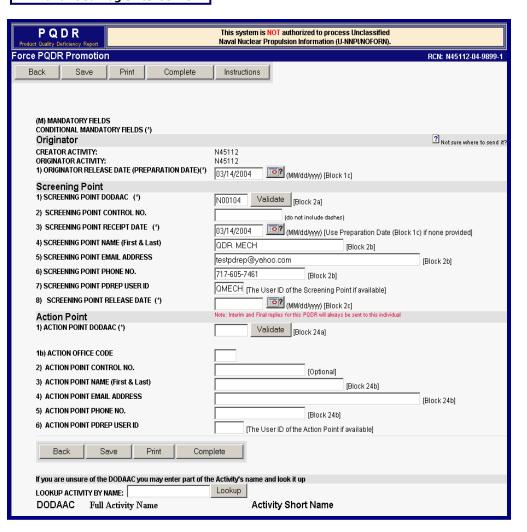




Promote a PQDR Through Screening Point

Enter Information in Screening Point Fields



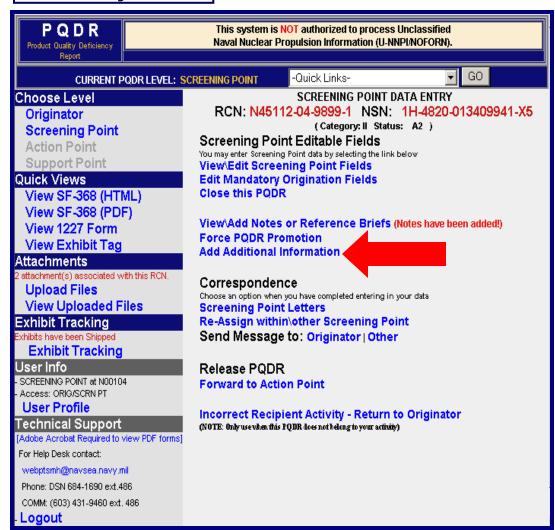


Promote a PQDR Through Action Point

- Enter Information in Action Point Fields
- PQDR Will Be Promoted to Highest Completed Level



Add Additional Information

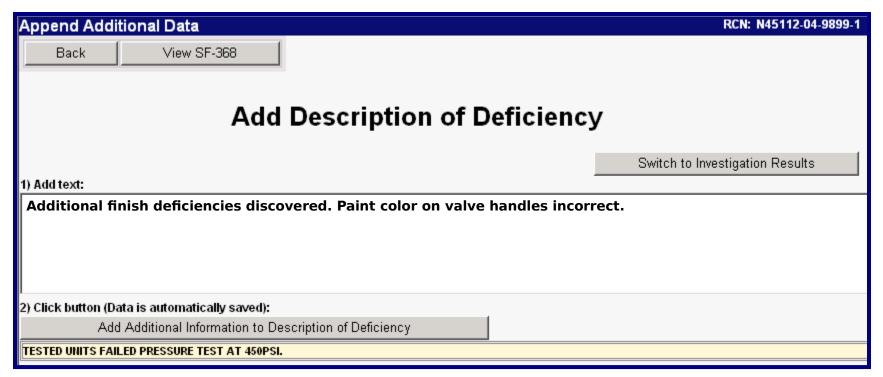


Add Text to Description of Deficiency

 Click "Add Additional Information"



Add Additional Information



- Append Information to Description of Deficiency After Origination
- Also Used to Add to Investigation Results Later in Process



Screening Point Letters

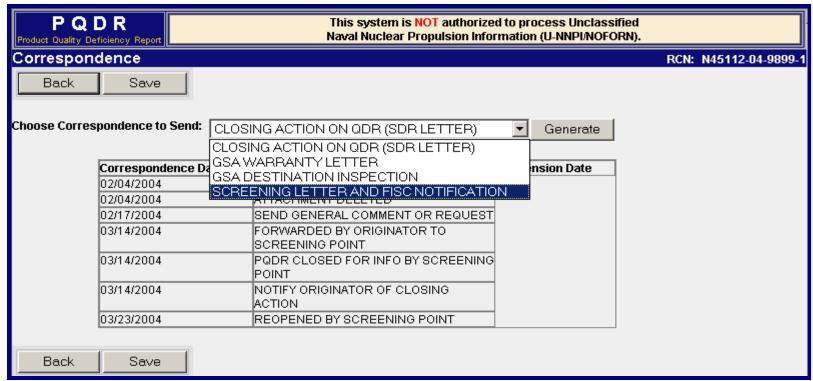


Send Letters and Notifications

Click "Screening Point Letters"



Screening Point Letters



- View Correspondence History
- Choose New Letter
- Click "Generate" Button



Screening Point Letters

PQDR Corres	pondence
Preview	Send Close
Thie correenonder	nce will be sent to the following recipients
TO: X	(please separate email addresses with a ";")
cc:	LOOK Up (please separate email addresses with a "',")
	great separate sinal and 17
STATENT OF DEA	
	NAVAL INVENTORY CONTROL POINT
	5450 CARLISLE PIKE
THE STATES OF LANGE	MECHANICSBURG, PA 17055-0788
	IN REPLY
	REFER TO SER#
	From: Commander, NAVAL INVENTORY CONTROL POINT
	Floid. Commander, WAVAB INVENTOR! CONTROL FORM
	To: Commanding Officer, NAVAL SEA LOGISTICS CENTER DETACHMENT, 80 DANIEL ST, PORTSMOUTH, NH 03801-3884
	M. 55561 5561
	Subj: CLOSING ACTION/REQUEST FOR STOCK SCREENING ON QUALITY DEFICIENCY REPORT (QDR), NSN
	1H-4820-01-340-9941-X5, RCN N45112-04-9899-1
	Encl: (1) QDR
	1. We forwarded enclosure (1) to the IM for investigation. The results of the IM
	1. We follwarded enclosure (1) to the IN for investigation. The results of the In
	RL SEIGLE
	i ce serate
	☐ By Direction
	= 5) Should in
	Сору То:
	File Name: N45112049899101.bd
Preview	Send Close
110000	

- Enter Recipient Information
- Edit Text and Sender Information As Needed



Logout

Re-Assign PQDR

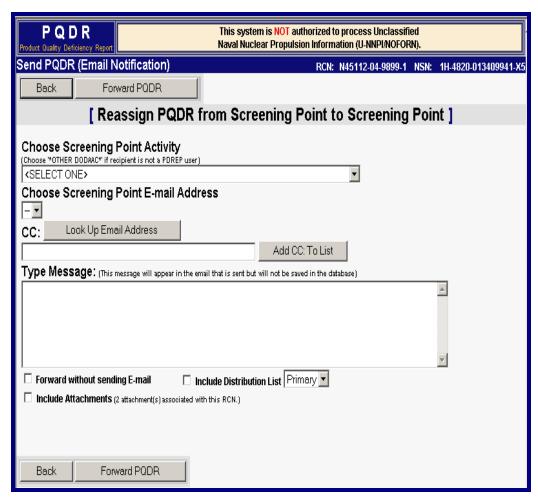
Naval Sea Logistics Center PQDR This system is NOT authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN). Product Quality Deficiency Report GO -Quick Links-CURRENT PODR LEVEL: SCREENING POINT Choose Level SCREENING POINT DATA ENTRY RCN: N45112-04-9899-1 NSN: 1H-4820-013409941-X5 Originator (Category: II Status: A2) Screening Point Screening Point Editable Fields Action Point You may enter Screening Point data by selecting the link below Support Point View\Edit Screening Point Fields Quick Views **Edit Mandatory Origination Fields** Close this PODR View SF-368 (HTML) View SF-368 (PDF) View\Add Notes or Reference Briefs (Notes have been added!) View 1227 Form **Force PODR Promotion** View Exhibit Tag Add Additional Information Attachments attachment(s) associated with this RCN. Correspondence Upload Files Choose an option when you have completed entering in your data View Uploaded Files **Screening Point Letters** Exhibit Tracking Re-Assign within\other Screening Point Send Message to: Originator | Other xhibits have been Shipped **Exhibit Tracking** Jser Info Release PQDR SCREENING POINT at N00104 Forward to Action Point Access: ORIG/SCRN PT **User Profile** Incorrect Recipient Activity - Return to Originator Fechnical Support (NOTE: Only use when this PQDR does not belong to your activity) [Adobe Acrobat Required to view PDF forms] For Help Desk contact: webptsmh@navsea.navy.mil Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486

Re-Assign Forwarded PQDR to Another Screening Point

 Click "Re-Assign within/other Screening Point"



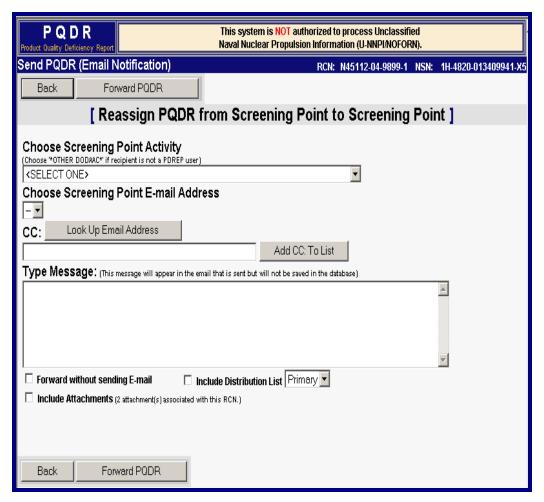
Re-Assign PQDR by E-Mail



- Choose DODAAC and New Screening Point Recipient
- Enter CC Addresses or Use Look Up or Distribution Lists
- Type Message
- Click "Forward PQDR"



Re-Assign PQDR



Re-Assign Without Sending E-mail

- Choose DODAAC and New Screening Point Recipient
- Check "Forward without sending Email"
- Click "Forward PQDR"

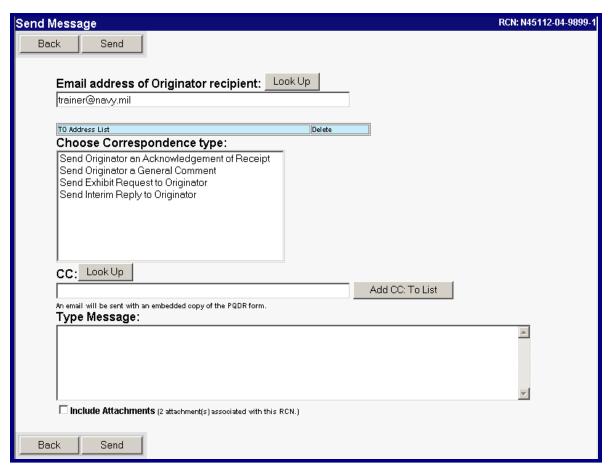


Naval Sea Logistics Center PQDR This system is NOT authorized to process Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN). Product Quality Deficiency Report GO -Quick Links-CURRENT PODR LEVEL: SCREENING POINT Choose Level SCREENING POINT DATA ENTRY RCN: N45112-04-9899-1 NSN: 1H-4820-013409941-X5 Originator (Category: II Status: A2) Screening Point Screening Point Editable Fields Action Point You may enter Screening Point data by selecting the link below Support Point View\Edit Screening Point Fields Quick Views **Edit Mandatory Origination Fields** Close this PODR View SF-368 (HTML) View SF-368 (PDF) View\Add Notes or Reference Briefs (Notes have been added!) View 1227 Form Force PODR Promotion View Exhibit Tag Add Additional Information Attachments attachment(s) associated with this RCN. Correspondence Upload Files Choose an option when you have completed entering in your data View Uploaded Files Screening Point Letters Re-Assign within\other Screening pint Exhibit Tracking Send Message to: Originator k xhibits have been Shipped **Exhibit Tracking** Jser Info Release PQDR SCREENING POINT at N00104 Forward to Action Point Access: ORIG/SCRN PT **User Profile** Incorrect Recipient Activity - Return to Originator Fechnical Support (NOTE: Only use when this PQDR does not belong to your activity) [Adobe Acrobat Required to view PDF forms] For Help Desk contact: webptsmh@navsea.navy.mil Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486 Logout

Send E-mail Messages to Originator

Click "Send Message to: Originator"





- Choose Recipients
 - E-mail Defaults to Originator Email
- Type Message
- Click "Send"



Naval Sea Logistics Center

PQDR (RCN Number)

- TEST PODR - Please Ignore - N45112-04-9899-1

Sent By Sender's Email

Date Sent

webptsmh-apps@navsea.navy.mil 2004-03-26 08:15:47.64

SCREENING POINT

REQUEST FOR EXHIBIT FROM ORIGINATOR

Message

Please forward exhibits ASAP.

Correspondence Type

Click Here to Access this PQDR

1. FROM (Originator):
NAVAL SEA LOGISTICS CENTER DETACHMENT
80 DANIEL ST STE 400
PORTSMOUTH, NH 03801-3884
ATTN: TRAIN
PHONE: X
EMAIL: x

2. TO (Screening Point):
NAVAL INVENTORY CONTROL POINT
S490 CARLISLE PIKE
MECHANICSBURG, PA 17055-0788
ATTN: QDR MECH
PHONE: 717-605-7461
EMAIL: testpdrep@vahoo.com

3. REPORT CONTROL NUMBER AND CATEGORY: N45112-04-9899-1 CATEGORY II

4. DATE DEFICIENCY DISCOVERED: 01/28/2004

5. NATIONAL STOCK NUMBER: 1H-4820-01-340-9941-X5

6. NOMENCLATURE: VALVE, GAGE

7 A. MANUFACTURER/CITY/STATE: ACME MACHINE AND TOOL CO INC., PHILADELPHIA, PA 19144

B. MANUFACTURER CODE: ABC12

C. SHIPPER/CITY/STATE: (Identify shipper if different from manufacturer when known.) (N00104) NAVAL INVENTORY CONTROL POINT, MECHANICSBURG, PA 17055-0788

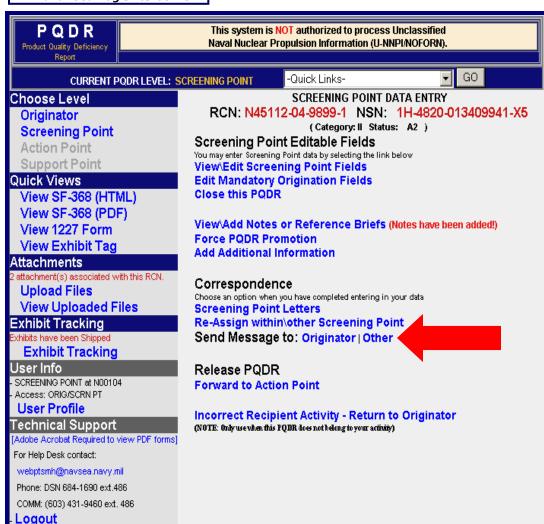
8. MFRS. PART NUMBER: N/A

Message Includes:

- RCN
- Original PQDR Fields
- Message Type and Text
- Link to PQDR



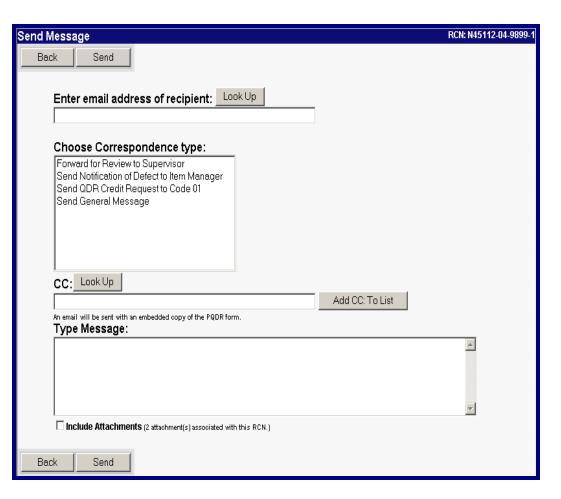
Send Message- Other



Send E-mail Messages to Others

Click "Send Message to: Other"

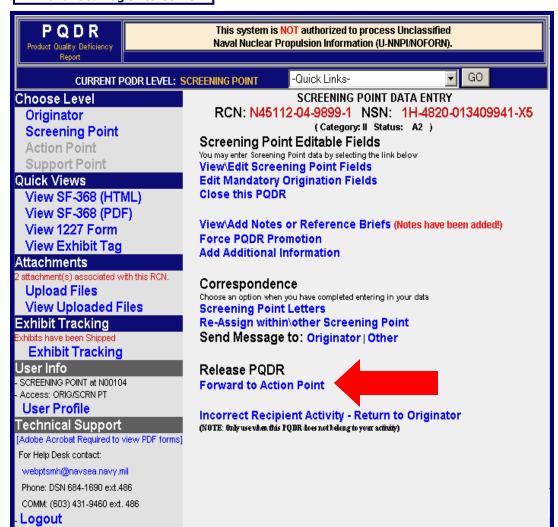




- Enter Recipient Email
- Choose Type of Message
- Add CC: Recipients
- Type Message
- Click "Send"



Release PQDR



Forward PQDR to Action Point

Click "Forward to Action Point"

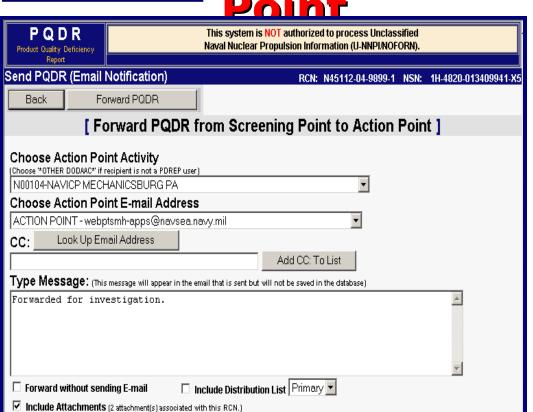


Forward PQDR to Action

Naval Sea Logistics Center

Back

Forward PQDR



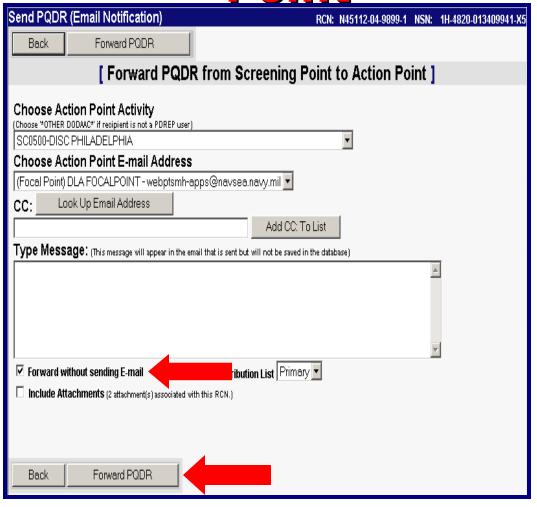
To Forward a PQDR by E-Mail

- Select Action Point Activity/E-mail
- Add CC: Recipients
- Type Message
- Click "Forward PQDR"



Forward PQDR to Action

Point



Can Forward PQDR Without Sending E-mail

 Select DODAAC and Action Point

- Check "Forward without sending e-mail"
- Click "Forward PQDR"



Forward PQDR

Confirmation Message Appears



Click "Back to PQDR Base Page" or "Logout"



Logout

Forwarded PQDR

Naval Sea Logistics Center GO -Quick Links-CURRENT PODR LEVEL: ACTION POINT SCREENING POINT DATA ENTRY Choose Level RCN: N45112-04-9899-1 NSN: 1H-4820-013409941-X5 Originator (Category: II Status: A2) Screening Point Screening Point Editable Fields Action Point You may enter Screening Point data by selecting the link below Support Point View/Edit Screening Point Fields Quick Views **Edit Mandatory Origination Fields** Close this PODR View SF-368 (HTML) View SF-368 (PDF) View\Add Notes or Reference Briefs (Notes have been added!) View 1227 Form Force PODR Promotion View Exhibit Tag Add Additional Information Attachments attachment(s) associated with this RCN. Correspondence **Upload Files** Choose an option when you have completed entering in your data View Uploaded Files Screening Point Letters Exhibit Tracking Re-Assign within\other Screening Point Exhibits have been Shipped Send Message to: Originator | Action | Other Exhibit Tracking User Info Release PODR SCREENING POINT at N00104 Forward to Action Point Access: SCRN PT **User Profile** Incorrect Recipient Activity - Return to Originator Technical Support (NOTE: Only use when this PQDR does not belong to your activity) [Adobe Acrobat Required to view PDF forms] For Help Desk contact: webptsmh@navsea.navy.mil-Phone: DSN 684-1690 ext.486 COMM: (603) 431-9460 ext. 486

 "Current PQDR Level" Changes to Action Point

"Send Message to: "
 Changes to
 "Originator|Action|
 Other"



PQDR Back From Action

Naval Sea Logistics Center

Point



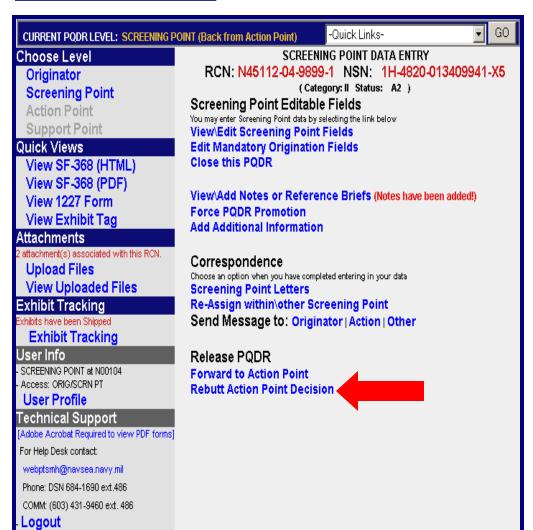
Action Point Investigation is Complete

 "Current PQDR Level" Changes to "Screening Point (Back From Action Point)"

 "Rebut Action Point Decision" Link Appears



Rebut Action Point Decision

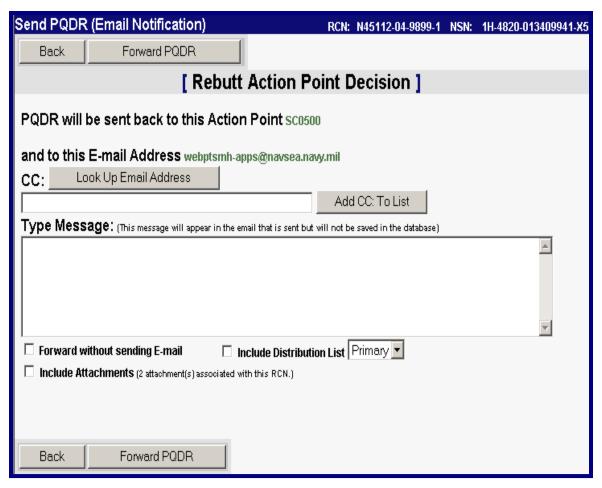


Action Point Decision is Unsatisfactory

Click "Rebut Action Point Decision" to Forward the PQDR Back to Action Point



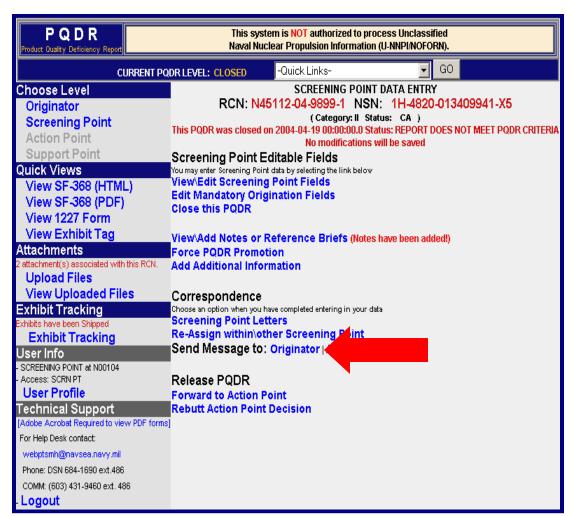
Rebut Action Point Decision



- Message Will Be Sent to Action Point
- PQDR Will Be Forwarded Back to Action Point Level



Notification of Closing

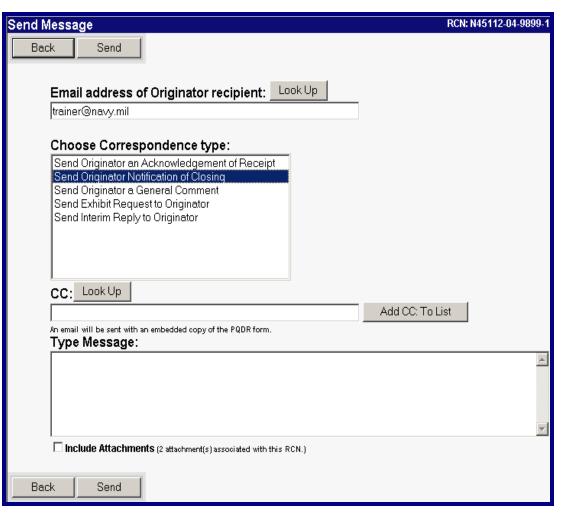


Notify Originator that PQDR is Closed

Click "Send Message to: Originator"



Notification of Closing



- Verify or Enter Originator E-mail
- Choose "Send Originator Notification of Closing"

• Enter CC: Addresses

Type Message and Send

Wrap Up

• Questions?

NSLC Help Desk

- Commercial: (603)431-9460 x486

- DSN: 684-1690 x486